

Term Contract No. 640A

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	640A	Napkins, Bathroom Tissue, and Paper Towels
Effective Dates	April 1, 2011 through March 31, 2014	
Bid Number	201100138	
Administrator	Debbie Carroll	
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Last Updated	June 21, 2012	

1. General Information

The following items are listed on this contract under Section 9:

SECTION	DESCRIPTION
9A	Napkins (three line items)
9B	Bathroom Tissue (two line items)
9C	Paper Towels (three line items)

2. Scope of Contract

The scope of this contract is limited to the State's normal requirements for Napkins, Bathroom Tissue, and Paper Towels, for use by all State agencies, departments, institutions, public school units and certain non-State agencies.

3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

4. Abnormal Quantities

Any agency requirement that exceeds **\$10,000.00** must be forwarded to the Division of Purchase and Contract for processing. Otherwise, the Division, at its sole discretion, may process any such requirement in one of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

5. Minimum Orders

This contract will be for a minimum order of **\$150.00** for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, then transportation charges will be prepaid and added to the invoice.

6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

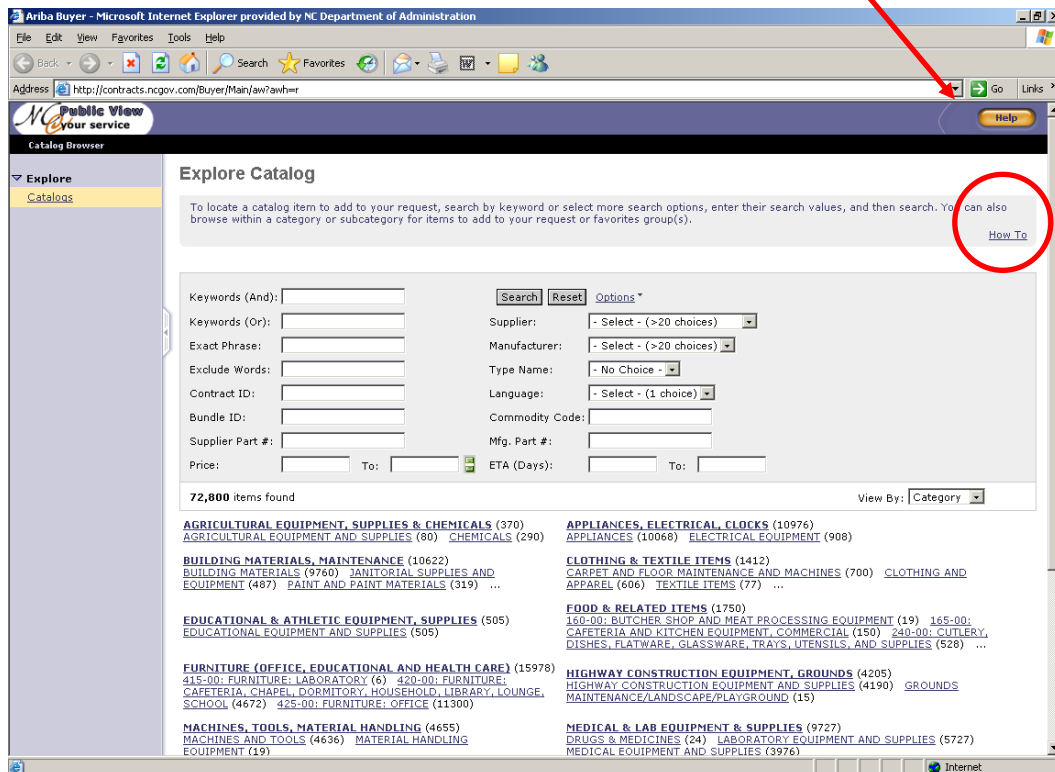
Order Placement Via E-Procurement (Catalog Items)

- Click on the following link: [E-Procurement Users](#)
- When placing an order in the e-procurement system, the very first thing to do is to go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, 640A.
- Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- When the item to be ordered has been located complete the requisition and issue the purchase order.

Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

- Click on the following link: [E-Procurement Public View](#)
- For online assistance regarding item searching; click on the **“How to”** underlined link located near the upper-right hand corner.



7. Delivery

The contractor(s) will complete delivery within eight (8) consecutive calendar days after receipt of order. In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

8. Transportation Charges

All goods shall be delivered FOB DESTINATION when the "order value" is **\$150.00** or more, when shipped to a single destination. Orders to a single destination that total less than this "order value" should be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges invoiced for orders equal to or more than this "order value" may be cause for removal of the contractor from the contract.

NOTE: If the contractor makes partial shipments of an order equal to or more than this "order value" to one destination, all shipments of the order shall be sent FOB DESTINATION with NO additional transportation charges added.

REMINDER! All shipments should be inspected for damage immediately upon receipt.

9. Item Pricing Information

9.A. Napkins, (Recycled)

Item	Description	Contractor	Price
1	Tallfold Napkins, Jr. Dispenser Type, White, Embossed, 100% Recycled Fiber, 80% Post Consumer Content Size: 6.5 " x 13.5" 500 napkins/package, 20 packages/case, 10,000 napkins/case, Cascades #2569	Tarheel Paper & Supply	\$23.89/Case
2	Lowfold Napkins, Dispenser Type, White, Embossed, 100% Recycled Fiber, 80% Post Consumer Content Size: 8.7" x 12" 250 napkins/package, 32 packages/case, 8,000 napkins/case, Cascades #2581	Tarheel Paper & Supply	\$24.36/Case
3	Luncheon Napkins, ¼ Fold, White, Embossed, 100% Recycled Fiber, 80% Post Consumer Content Size: 11.5" x 12.5" 500 napkins/package, 12 packages/case, 6,000 napkins/case, Cascades #2059	Tarheel Paper & Supply	\$32.71/Case

9.B. Bathroom Tissue, (Recycled)

Item	Description	Contractor	Price
1	One-Ply Roll Bathroom Tissue, White, 100% Recycled Fiber, 45% Post Consumer Content Size: 4.5" x 4.5", 1 ply 1,000 sheets/roll; 96 rolls/case (each roll individually wrapped) VonDrehle/Blue Mist #1001	Brame Specialty Company	\$43.75/Case
2	Two-Ply Roll Bathroom Tissue, White, 100% Recycled Fiber, 45% Post Consumer Content Size: 4.5" x 4.5", 2 Ply 500 sheets/roll, 96 rolls/case (each roll individually wrapped) Vondrehle/Feather Soft #6022	Brame Specialty Company	\$36.26/Case

9.C. Paper Towels, (Recycled)

Item	Description	Contractor	Price
1	Singlefold Paper Towel, 1 Ply, Natural, 100% Recycled Fiber, 40% Post Consumer Content Size: 9.25" x 10.25" 250 towels/package, 16 package/case, 4000 towels/case, Georgia-Pacific #23504	Southeastern Paper Group	\$13.75/Case
2	Multifold Paper Towels, 1 Ply, Natural, 100% Recycled Fiber, 80% Post Consumer Content Size: 9.125" x 9.5" 250 towels/package, 16 packages/case, 4,000 towels/case, Cascades #1751	Tarheel Paper & Supply	\$15.27/Case
3	Centerfold Paper Towels, 1 Ply, Natural, 100% Recycled Fiber, 80% Post Consumer Content Size: 10.25" x 13" 150 towels/package, 16 packages/case, 2,400 towels/case, Cascades #1754	Tarheel Paper & Supply	\$14.38/Case

10. Price Lists and Catalogs

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

11. Contractors

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

Contractor Name	Address	Contact	Phone/Fax/Email	Terms (Days)
Brame Specialty Company	P O Box 271 Durham, NC 27702	Mercer Stanfield	(800) 672-0011 Ex. 1330 (919) 598-5623 (Fax) m.stanfield@bramespecialty.com	Net 30
Southeastern Paper Group	6201 Corporate Park Drive Browns Summit, NC 27214	Chris Borocz	(866) 632-1296 Ex. 3146 (336) 375-6726 (Fax) Chris.borocz@sepapergroup.com	Net 30
Tarheel Paper & Supply	3200 Centre Park Blvd. Winston-Salem, NC 27107	Mack Kinney	(800)-992-3220 (800) 240-1337 (Fax) Mkinney@TarheelPaper.com	Net 30

12. Warranty

The contractor guarantees items offered to be free from any and all defects in material, packaging, and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of ninety (90) days.

13. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

14. Contract Addenda

Addendum	Effective Date	Description
1	December 1, 2011	Price increase for all items for Tarheel Paper & Supply (9.A. Napkins, (Recycled) and 9.C. Paper Towels, (Recycled) for Multifold and Centerfold.
2	December 1, 2011	Price increase for all items for Brame Specialty Company (9.B. Bathroom Tissue, (Recycled).
3	June 21, 2012	Contact change for Brame Specialty